



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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IN REPLY REFER TO:
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02 FEB 01

From: Commander, Naval Supply Systems Command

Subj: VENDOR SHIPMENTS TO OCONUS LOCATIONS

Ref: (a) USCINCTRANS MSG R 271534Z
(b) NAVSUPINST 4200.94

1. Reference (a) provides notice of a recent problem being experienced with purchases using simplified acquisition procedures, including the Governmentwide Purchase Card, that are incorrectly labeled and shipped to OCONUS locations. This is occurring at both Air Mobility Command (AMC), aerial ports of embarkation, and OCONUS receiving activities. Shipments failing to comply with requirements/standards for packaging and labeling, documentation, routing and host nation customs and pre-approval requirements have reached consolidation and forwarding points resulting in critical repair parts and other high priority cargoes being delayed or impounded upon arrival at the air or sea points of embarkation.

2. General guidance for shipping items when purchased with the purchase card can be found in reference (b). Contracting officers and purchase cardholders shipping items OCONUS should be aware that guidance on packaging and labeling of OCONUS Defense Cargo moving in the Defense Transportation System (DTS) is contained in the Defense Transportation Regulation (DTR) (DOD 4500.9-R) which is available electronically at <http://public.transcom.mil/J4>. In addition, country specific customs clearance requirements are contained in the Foreign Clearance Guide (FCG) and DTR Part V. Contracting officers and purchase cardholders shall ensure that OCONUS shipments are prepared in accordance with the guidance provided above.

3. Contracting officers and purchase cardholders shall ensure that the solicitation, whether oral or written, and the award contain the proper labeling, packaging and documentation instructions. The contractor/supplier must be made aware of the packaging and documentation requirements for that specific item and country of final destination. Due to the oral nature of purchase card orders, purchase cardholders shall positively establish that the contractor understands and will comply with the labeling, packaging and documentation requirements prior to placing the order.

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My point of contact for questions regarding this letter is
Mr. Clay Welker who can be reached at
DSN 430-7502 or commercial 717-605-7502 or via email at
Clay_W_Welker@navsup.navy.mil.

A handwritten signature in black ink, appearing to read "Albert Fanelli". The signature is fluid and cursive, with the first name "Albert" being more prominent than the last name "Fanelli".

ALBERT FANELLI
By direction

Copy to:
NAVTRANS